

7 January 1970

PROJECT: STAFFING

SUBJECT: Automation of Occupational Handbook of Position Titles  
and Codes on a Computer Text Editing File

Position Management Control Division (PMCD) O/P maintains the Occupational Handbook of Position Titles and Codes which is the official manual for all matters pertaining to the occupational classification of Agency positions and personnel.

This handbook conforms to the Civil Service Government Wide position coding system and is utilized by the Agency for the following purposes.

- a. The assignment of standard titles and codes to Agency positions.
- b. The occupational coding of employee qualifications.
- c. The assignment of payroll titles for salary payment by disbursing officers.
- d. Standardized reference for all position and personnel planning and administration.

An average of 30 changes/additions are made annually to the handbook which currently contains 1021 various position titles, descriptions, codes, etc.

Approximately every three years PMCD manually retypes the complete updated handbook on multilith mats and sends them to Printing Services for reproduction of 150 copies that in turn are distributed throughout the Agency.

RECOMMENDATION:

Consideration should be given in the future for placing this handbook, and possibly all Agency handbooks, on a computer text editing file such as SCRIPT, which would allow for periodic updating and the ability to reproduce the handbook at any time without having to manually retype it.

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Group Leader/HRS